



## YOUTH SERVICES MANAGER

**DEFINITION AND PURPOSE:** Under the general direction of the District Administrator, the Youth Services Manager will be responsible for developing and implementing the major functions of the Discovery Club, Day Camp and other related programs. The Manager is responsible for training a staff of Coordinators, Directors and others to assist with these duties. The Manager meets with the staff to establish clear program direction, evaluate performance and provide/receive feedback. The Manager is also responsible for implementing and monitoring District policies and procedures.

### ESSENTIAL JOB FUNCTIONS:

Responsibilities and duties include, but are not limited to the following:

- Supervises full and part-time, seasonal and volunteer youth service staff including recruiting, interviewing, selecting, training, assigning, planning and reviewing work, maintaining standards, coordinating activities, acting on employee problems, and recommending salary increase, discipline and termination
- Maintains a positive relationship with parents, school administration, general public and staff. Acts as a Department liaison with various community groups
- Responsible for maintaining accurate and up to date files on all site activities. Prepares and presents analytical reports on programs and services
- Oversees disaster drills, promotion of playground/program safety as required
- Responsible to follow through on all accident and injury reports
- Responds quickly to all safety related issues
- Coordinates the use of school facilities, and solicits other community resources in the implementation of programs. Participates in various Departmental, District and community committees
- Design, implement and monitor yearly budgetary guidelines for all above programs
- Review and approve department time on the time clock system; ensure that all entries are correct
- Responsible to keep staff informed of and ensuring compliance with District policies and procedures as well as Federal, State and local requirements, including Title 22, Division 12, of Community Care Licensing
- Works closely with District Administration and District Office in matters related to the Youth Services programs
- Creates and distributes program marketing materials.
- Ensure completion of paperwork by all new departmental hires
- Answers telephone and responds to questions from the public

### NON-ESSENTIAL JOB FUNCTIONS:

- Responsible for all purchasing of program supplies
- Ensure informative voice mail outgoing messages are current
- Plans/participates in special events, community involvement and/or field trips
- Assist with class, event and meeting set-up
- Prepare and deliver departmental updates to Board of Directors at monthly meetings
- Other duties as assigned

### KNOWLEDGE, SKILLS AND ABILITIES

Innovation and creativity; strong organizational skills; ability to multi-task; budget management as pertaining to Youth Services programs; work independently; maintain records and prepare reports; communicate effectively both orally and in writing; public speaking skills; demonstrated experience with desktop publishing and other computer applications including word processing and spreadsheets, preferably on PC based systems; have knowledge of the following: Theories, principles and practices common to Youth Services, after-school Discovery Clubs and Summer Day Camps; analyze and resolve unusual situations through application of District policy; knowledge of federal and state laws, rules and regulations regarding employment and human resources practices; meet the public in situations requiring diplomacy and tact; establish and maintain cooperative working relationships with District employees, contractors, user groups, volunteers and the general public; ability to work with the District Board of Directors.



## EDUCATION REQUIREMENTS AND QUALIFYING EXPERIENCES

High school diploma or equivalent and 18 years of age or older. Completion of 15 semester units in Early Childhood Education or related units which must include Administration class dealing with Title 22 (State Licensing Requirement) plus a minimum of four years supervising elementary/preschool-aged children.

**And/or:** an A.A. degree from an accredited college or university with a minimum of two years supervising elementary /preschool aged children. 15 units in Early Childhood Education or related units must be included within degree units including 3 units of Administration for Title 22.

**And/or:** a BA degree from an accredited college or university with at least one year experience supervising elementary or preschool aged children. 15 units in Early Childhood Education or related units must be included within/extra of degree units including 3 units of Administration for Title 22.

Any other new licensing requirements will have to be completed as required.

Two or more years of experience in staff management. Must have working knowledge of before/after school programs and policies.

## LICENSES, CERTIFICATES AND IMMUNIZATIONS

Must possess and maintain a valid California C driver's license and a satisfactory driving record based upon specific program needs.

Current First Aid and CPR certifications are required. Current Negative Tuberculosis skin test is required at the time of employment and updated at any time there is a case reported within our working environment.

One of the following regarding influenza immunization:

- A copy of an immunization record for influenza dated between August 1 and December 1 of each year
- A statement from the employee's physician that there is a medical reason not to vaccinate the employee
- A statement from the employee's physician that the employee is already immune to influenza
- A signed statement from the employee stating that they have declined to be vaccinated against the flu.

One of the following regarding pertussis (whooping cough) immunization:

- A copy of an immunization record for pertussis
- A statement from the employee's physician that there is a medical reason not to vaccinate the employee
- A statement from the employee's physician that the employee is already immune to pertussis

One of the following regarding measles immunization:

- A copy of an immunization record for measles
- A statement from the employee's physician that there is a medical reason not to vaccinate the employee
- A statement from the employee's physician that the employee is already immune to measles
- Proof that the employee was born before 1957 (according to the Advisory Council on Immunization Practices, "adults born before 1957 are generally considered immune to measles and mumps.")

Position requires fingerprint and background check per Section 5164 of the Public Resource Code and a check against the Child Abuse Index. Conviction of certain criminal offenses may prohibit employment.



## **WORK ENVIRONMENT**

Position requires sitting, standing, walking, running, reaching, twisting, turning, kneeling, bending, stooping, squatting and making repetitive hand movements in the performance of daily duties, occasionally on uneven terrain. The position also requires both near and far vision and competent/adequate hearing. The need to climb stairs and lift, carry and push tools, equipment and supplies weighing up to 30 pounds is sometimes required. The position requires working in both an indoor, temperature-controlled office environment and in outdoor environments in all weather conditions including wet, hot and cold and be exposed to heavy dust and pollen and cleaning chemicals. The noise level of the indoor setting may be loud. The noise level of the outdoor setting can be loud, especially when working around maintenance equipment and children.

Position requires both day and evening hours, including weekend and holiday shifts. Split shifts or substituting may be required. This position requires you to carry out your duties on-site.

**COMPENSATION:** Salaried exempt non-union position.

Wage rate range

\$34.10 - \$46.93

**Auburn Area Recreation and Park District is an Equal Opportunity Employer.**